



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Hurstbourne Tarrant Community Centre

On accounts for the year
ended

30 June 2017

Charity no
(if any)

1156307

Set out on pages

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Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

~~* Please delete the words in the brackets if they do not apply.~~

Signed:

Date:

26 October 2017

Name:

John Robinson

Relevant professional
qualification(s) or body
(if any):

Address:

20 Rooksbury Road, ANDOVER SP10 2LW



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	July	2016		30th	June	2017

Section A Reference and administration details

Charity name Hurstbourne Tarrant Community Centre

Other names charity is known by

Registered charity number (if any) 1156307

Charity's principal address Swift House, Church Street

Hurstbourne Tarrant

Andover, Hampshire

Postcode

SP11 0AX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Susan Hoare	Chairman		
2	Mrs Ann Nash	Treasurer		
3	Mr Andrew Russell			
4	Mrs Maria Wright			
5	Mr David Sullivan		Until 25/07/16	
6	Mrs Alison Willis			
7	Mrs Elizabeth Allinson			
8	Mr Brynley Evans			
9	Dr Andrew Watson			
10	Mr Mark Thomas		From 24/10/16	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 25 th February 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing charity trustees - by a resolution passed at a properly convened meeting of the trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To build and subsequently manage a community centre for the benefit primarily of the inhabitants of Hurstbourne Tarrant but also of neighbouring areas without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and the object of improving the conditions of life for the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In essence, the main activities undertaken by the charity between 1st July 2016 and 30th June 2017 were:

- Managing all financial and operational aspects of the Community Centre.
- Maintaining the high quality of the building and its facilities.
- Building on established links with local community organisations (parish council, school, church etc), and with other voluntary organisations, to foster increased local community cohesion and to bring 'outreach' services for the local community to the Centre.
- Delivering easy to use Centre booking systems and combining this with good customer services for every booking.
- Developing a wide range of mechanisms to enable users to feedback their experience in using the Centre, the booking process, the quality of customer services, ideas for improvement and so on.
- Promoting the Centre and regularly communicating the classes, regular activities and community events at the Centre via a wide range of media (web site, local Facebook site, direct e-mail, village notice boards, parish magazine, update reports to the parish council and so on).
- Continuing to foster further user/volunteer engagement and two-way communications – within the village and with wider stakeholders.

The trustees have had due regard to the guidance on public benefit in the running of the charity and in its planning and decision-making processes for the achievement of the charity's objectives.

(See also Section D below on main achievements during the year).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

In summary, the main achievements of the Charity between 1st July 2016 and 30th June 2017 were:

- In its first year of 'trading' (1st July, 2015 – 30th June, 2016), the Centre had already proved to be a thriving and highly popular community hub with budget income above target and expenditure on target - and reserve funds set aside.
- A well-attended 'Open Evening' was held on 23rd September, 2016, to report back to the local community (and associated stakeholders) on Year 1 performance and to encourage further feedback, ideas and suggestions about the future use of the Centre. As well as publicising the event widely, personal invitations to the event were delivered to every household in the parish as well as wider stakeholders. A report on the evening was also circulated to the local community via e.g. the parish magazine, direct email, the web site and so on.
- We have had an even more successful 2nd year of operation (1st July, 2016 to 30th June, 2017) with income above target (hall hire income increased by 55% on Year 1) and expenditure below budget.
- As well as the 'regular activities' held at the Centre in Year 1 (various fitness classes, the Parent & Toddlers Group, the After School Club, Scouts, Cubs & Beavers, Parish Council and PCC meetings etc), four new 'regular activities' were scheduled at the Centre in this reporting year - Childrens' Story Telling/Movement Sessions, Table Tennis Sessions for all ages, local Historical Society Meetings & Talks and a newly formed local Social & Support Group (bringing in 'outreach' services as appropriate).
- In addition, a total of 80 private and village events were held at the Centre. These included more than twice the number of village events in comparison with Year 1, with many volunteers from the local community engaged in organizing these events.
- Some 12,000 people used the Centre in its second year of operation as compared with 7,200 in our first year of operation. Of these, 72% were local users (residents of the Parish) and 28% were users from neighbouring areas.
- 70% repeat business was achieved this year with 28% 'new business' – a healthy balance looking forwards.
- User feedback is that the quality of the building and the facilities at the Centre, the ease of booking, and our associated customer services are rated as excellent. User suggestions for improvement, e.g. for new equipment for the Centre, have been acted upon.
- A planned maintenance schedule is in place to ensure that the high quality of the building and its facilities are maintained.
- The Centre's management structure continues to operate successfully, with clearly defined responsibilities to ensure that each of the operational management roles are carried out effectively. The key roles are:

Financial management	Communications & marketing
Booking management	Business administration
Building maintenance	Health & safety.
- Our action plan to foster further volunteer engagement in supporting the operation of the Centre has continued to pay dividends.

Section E Financial review

Brief statement of the charity's policy on reserves

In accordance with our Reserves Policy, the trustees have set aside reserves to cover any unforeseen expenditure on maintaining or modifying the fabric of the building, unusually high operating costs and/or the risk of suffering significant unforeseen loss of income. The trustees review the current level of reserves whenever priorities are reassessed, and when updating the financial plan for the charity.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal sources of funds:	
Income from letting the hall	£18,487
Donations and legacies	£11,127
Fund Raising	£5,574


Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Susan Constance Dehane HOARE	Ann NASH
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		

	Charity Name		No (if any)		CC16a	
	Hurstbourne Tarrant Community Centre		1156307			
	Receipts and payments accounts					
	For the period from	Period start date	To	Period end date		
		01/07/2016		30/06/2017		
Section A Receipts and payments						
	Unrestricted funds		Restricted funds	Endowment funds	Total funds	Last year
	to the nearest	£	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts						
Donations, legacies & grants		11,127	-	-	11,127	128,535
Fundraising events		5,574	-	-	5,574	11,941
Interest		138	-	-	138	756
Hire of hall & equipment		18,487	-	-	18,487	11,895
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Sub total (Gross income for AR)		35,325	-	-	35,325	153,127
A2 Asset and investment sales, (see table).						
		-	-	-	-	
		-	-	-	-	-
Sub total		-	-	-	-	-
Total receipts		35,325	-	-	35,325	153,127
A3 Payments						
Cost of fundraising events		3,613	-	-	3,613	5,020
Repairs, Renewals & Maintenance		3,869	-	-	3,869	4,533
Light and heating		2,224	-	-	2,224	2,608
Water and sewerage		339	-	-	339	717
Insurance		1,063	-	-	1,063	1,894
Telephone & internet		424	-	-	424	352
Admin costs		694	-	-	694	1,093
Bank & loan interest & charges			-	-	-	1,038
		-	-	-	-	-
Sub total		12,225	-	-	12,225	17,256
A4 Asset and investment purchases, (see table)						
Purchase of fixed assets		13,531	-	-	13,531	211,207
Loan repaid to external funder			-	-	-	15,000
Sub total		13,531	-	-	13,531	226,207
Total payments		25,756	-	-	25,756	243,462
Net of receipts/(payments)		9,569	-	-	9,569	- 90,335
A5 Transfers between funds		-	-	-	-	-
A6 Cash funds last year end		48,639	-	-	48,639	138,974
Cash funds this year end		58,208	-	-	58,208	48,639

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Deposit A/c	55,123	-	-
	Current A/C	3,084	-	-
	Cash	-	-	-
	Total cash funds		58,208	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Community Hall		593,091	593,091
	Furniture, Fixtures & Fittings		13,317	10,653
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	